


Writing the *curriculum vitae*

What you really need
to know right now....



Resume vs *curriculum vitae*

- Length – SHORT
 - Content – all-inclusive summary of skills, experiences, and education
 - Purpose – get employment (or interview)
- Length – As long as it needs to be
 - Content – area-specific listing of education and academic background
 - Purpose – detail background and qualifications

curriculum vitae (or “CV”)

- Origin is Latin – “course of one’s life”
- Note “vitae” (vee-tie or vee-te) is the plural form; “vita” (vee-tuh) is singular

Why work on this now???

- Time goes by fast
- Helps you organize important things for your future career (which organizations to join; what is missing)
- Assists in setting goals
- Assists when getting letters of recommendations or applying for other programs/committees.

Important NOTE

There is not really a “right” way to do a CV.

However, there are some things that make the viewing easier, make you look more professional, and include things reviewers want to see.

Your CV may be different than someone else.

What's important is that you keep one up.

General Set-Up Features

Font – Times New Roman	Font size – 12 point	Margins – 1” all around	No graphics
No bullets or asterisks	No underlining	Use bolding and CAPS to have things stand out	Same font throughout (may vary sizing some)
Regular paper (white) is fine	Single sided	Number pages	Full name on every page

Don't forget, a CV needs to be...

- Clear - well-organized and logical
- Concise - relevant and necessary
- Complete - includes everything you need
- Consistent - don't mix styles or fonts
- Current - up-to-date

Contact Information

- Full name
- (sometimes other names used)
- Mailing Address
- E-mail
- Phone number(s)

Sections on the CV

- ALWAYS

- Education (always first on the CV)
- Honors and Awards
- Professional Experience (Employment)
- Extracurricular and Volunteer Experience
- Interests

- OPTIONAL (as needed)

- Objective
- Demographics
- Certifications and Licensure
- Professional Affiliations
- Professional Activities
- Research
- Publications and Presentations (last)
- Added Qualifications

Education

- Most current first (include your current educational work – so your MD)
- Only include diploma distinctions (not “w/honors”)
- Get the schools’ names correct!
- Degrees/certifications are what’s important – not the time spent
- Thesis/Dissertation titles listed

Honors and Awards

- List with most recent first
- Honors/Award Title (date(s) received)
- Go back to undergrad but not before – only academic and/or professional to medicine
- Scholarships count
- No descriptions

Professional Experience

- Includes anything you were paid to do or was extensive, regular volunteer
- Only include those items relevant to academic/medical career
- List most recent first
- No descriptions
- If listing research, include the lab and director/investigator

Extracurricular and Volunteer Experience

- List with most recent first
- Do not describe
- This tends to be the longest list... But Watch it!
- It's better to have long-term items or very relevant items and a shorter list than everything listed.
- Student organizations go here

Certifications and Licensure

- List those that are current only
- Item + date of expiration
- Can group certifications or more commonly, are done by date of expirations
- Include anything going towards medical licensure (such as USMLE)
- Don't add any pending... (where do you stop?)

Professional

- Affiliations

- Only those current
- Alphabetical listing
- Include all dates of affiliation
- Note any positions

- Activities

- Past and present
- Most current first
- Only those very specific to academic / medical / research career
- Should be school or university-sponsored committees
- Include role

Research Experience

- List with most current first
- Make sure you fall under someone, unless it truly was your lab ownership
- If you gained grant funds, include
- You may briefly describe here (only place on CV)

Publications and Presentations

- Two views on which way to list first (most recent or in order of publication), generally in order of publication so you just add on
- Always bold your name in authorship
- You may include submitted and/or pending publications and/or presentations
- Presentations may be small or large, but should be pertinent enough to talk about
- Make sure you have copies of your publications and/or presentations for life of your CV

Interests and Added Qualifications

- Interests are hobbies
- List 4 of them
 - Creativity counts / Be specific
 - Make sure they are real
 - Make sure they reflect you
 - Get something active
 - Get something group
- Added qualifications should be verifiable
 - Include language fluency (and level – “fluent,” “conversational,”)
 - Cultural knowledge may be included, especially if you’ve had hands-on experience or training
 - Anything special